B. L. I. S.

PAPER – I

Library Society and Management

1. Five laws of Library Science and their implication.
2. Library Movement and Library Legistation in India.
3. Library building, Furniture and Equipment.
4. Library Publicity and Extension Service.
5. Library Co-operation.
6. Professional Organization : National and International.
7. Nature of Library, Types of Libraries, Role of Library in Modern Society.
8. Concept of Management, Principles of Scientific management : their applications in Libraries.
9. Library Finance : Budgeting, Accounting and Auditing Library Statistics and annual report.
10. Library Rules and Regulations.
11. Library Personnel, Job Analysis, Training, Staff Formula, Qualities and Qualification.
12. Collection Development. Types of Documents and Accession Principles, Acquisition Procedure, Management and Operation of Various Sections/ Departments, Maintenance and Circulation.

PAPER – II

Library Classification

1. Difinition Need and Purpose of Classification.
2. Historical and comparitive aspect. Book classification and knowledge classification.
3. Various Scheme of classification. Comparitive study of Colon Decimal Classification.
4. Five Fundamental Categories. Main class, Canonical class, Basic class, Isolates, Common isolates, Special isolate.

5. Enumerative and Analytico – Synthetic Scheme of Classification, Postulationa Approach to Classification. The Steps in Systematic Classification.

6. Classification – Principle Laws, Canons, Principles of Facet Sequence, Principles of Helpful Sequence, Principles of Facet analysis, Canons of classification.

7. Book Classification with Additional canons for Book number.

8. Miscellaneous: Anatomy to Classifier, System and Specials, Seetor notation, Mnemonics.

9. Notation – Types, Qualities, Canons.

PAPER – III

Library Cataloguing

1. Purpose for Library, Types of Library Catalogue, Physical forms of Library catalogue.

2. Kinds of entries and their functions. Arrangement of entries, Choice and rendering of headings for main and added entieres in classified catalogue and dictionary catalogue.

3. Canons, Principles and laws of cataloguing.

4. Subject cataloguing, Chain Procedure. Subject heading lists.

5. Catalogue codes : Comparative study of AACRII and CCC with regard to personal Author, anonymous and Pscudonymous, Corporate Author and Indic names.

6. Centralized and co-operative cataloguing. Selective and simplified cataloguing.

7. Catalogue codes. Their historical study.

8. Filling of entires. Alphabetization.

PAPER – IV

Information Sources

1. Concept of Information sources.

2. Kinds of Information sources: Primary, Secondry and tertiary.

3   Basic Reference and Information Sources and Criteria of their evaluation.

4   Bibliographical Sources : National Bibliographies, INB and B.N.B. Abstracting and Indexing Services.

5   Study of Reference tools and their evaluation.

   1. Oxford English Dictionary.

   2. Webster's New International Dictonary.

   3. Encyclopaedia Britannica.

   4. Encyclopaedia Americana.

   5. Europa year Book.

   6. India : A reference annual.

   7. Times of India Directory and year Book including who is who.

   8. Keesings contemporary Archives, London.

   9. Asian recorder, New Delhi.

   10. World of Learning.

   11. Lippincott gazetteer of the world.

   12. Indian who's who.

   13. International Who's who.

6. Qualities and qualifications of information of Seeker.

7. Manuls and Hand Book – Hand Book of Indian Universities.

PAPER – V

Information Service

1. Reference Service : Definition, Need and Purpose.

2. Definition, need, nature and scope of Documentation and Information Services.

3. Documentation work and services.

4. Abstracting, Translation, Reprography.

5. Indexing Techniniques-Chain, Popsi, Precis, Uniterm and Citation indexing.

6. Definition, need, Components, dissemintation of informations, C A S, SDI, Documentation List.
7. Documentation and information centres, Need and functions, National information centers, INSDOC, NISSAT, NASSDOC.
8. Global information centres. UNESCO, FID, IFLA.
9. Compilation of subject/Author bibliography.

PAPER – VI
Information Technology

1. Information to information Technology.
2. Information to computer.
3. Library Automation – Need and Present trends.
4. Use of computer in Library Administration (House Keeping).
5. Software and Software Packages.
6. Computer based information services : CAS and SDI.
7. Library and information networks.
8. Resource sharing networks.

PAPER – VII
Library Classification (Pr.)

Practical Classification of Books and periodicals according to colon classification (6th. Revised Ed.) and DDC 18th. Ed.

PAPER – VIII
Library Cataloguing (Pr.)

Practical cataloguing of Books and simple Periodicals will be done with the help of classified catalogue code (5th. Ed.) as amended in 1974 for a classified catalogue code (5th. Ed.) as amended in 1974 for a classified catalogue and with Anglo-American-Cataloguing Rules (Second Edition) combined with Sear's list of Subject Heading for a dictionary Catalogue.